



# Office of the City Clerk

Weekly Report – for Week Ending January 30, 2015

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

### City Primary/General 2015 Elections:

**Poll Worker Recruitment** - Staff has recruited 3,362 poll workers out of 6,024 representing 55.8 percent of the overall recruitment goal. Poll worker training began this week. There will be 375 training sessions throughout the City. Two instructional videos have been incorporated into the poll worker training.

**Vote-By-Mail (VBM)** - The inserting of approximately 700,000 VBM ballot mailers has been completed and mailing will begin on February 2.

**Voter Outreach** - Cumulatively, staff has attended 77 events since the launch of the LA City Votes Campaign, and recruited 396 poll workers, 53.2 percent of whom are bilingual.

Efforts included a Koreatown Senior Center event highlighting our joint effort to increase voter participation; a meeting with student body presidents of all nine Los Angeles Community Colleges; and held its quarterly Los Angeles Votes Committee (LAVC) meeting with community organizations and voter engagement advocates.

Staff received a recognition award and certificate of appreciation from Congressman Tony Cardenas and Assembly member Adrin Nazarian, respectively, for their outreach and voter education efforts.

**Ballot Tabulation System Tests** - The Logic and Accuracy (L&A) testing setup has been initiated. The Precinct Ballot Readers for the polling places are being configured and tested.

**International Delegation Tour of the Elections Center** - A delegation representing 12 countries toured the Elections operations on January 30.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	3/2
Number of Notices/Publications	31
Number of Contracts Attested	40
Number of Council Files Created	71
Number of Claims Received	150
Number of Referrals	44
Number of Council Meetings	5
Number of Committee Meetings	11

**Novus/Electronic Submissions** - A total of 17 departments are now using the system to submit reports electronically to the City Clerk for Council consideration. 112 items have been submitted through the system to date. Recreation and Parks, LADOT, Board of Public Works, Office of Finance, and El Pueblo agreed this week to begin submitting documents electronically.

### Neighborhood and Business Improvement Districts:

The Economic Development Committee approved the reconfirmation of assessments for the Little Tokyo Business Improvement District and the 2015 Annual Planning Reports for the Lincoln Heights Industrial Zone, Byzantine Latino Quarter – Pico, Gateway to L.A., Greater Leimert Park Village/Crenshaw Corridor, East Hollywood, Historic Water front San Pedro, Greater Chinatown, Figueroa Corridor, and Highland Park Business Improvement Districts.

## TOP ITEMS

- *International Delegation Tour of the Election Center*
- *17 Departments Now Submitting Reports Electronically to the City Clerk*
- *700,000 Vote By Mail Packets Completed - Mailing begins Feb 2<sup>nd</sup>*
- *Approval Business Improvement District Annual Reports*



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The City Clerk mailed a letter to the State Judicial Counsel requesting payment of unpaid courthouse assessments for the San Pedro and Hollywood Entertainment Business Improvement Districts.

Staff attended meetings for the Fashion District and the proposed Central Avenue Business Improvement District; met with the LA BID Consortium Chair and Economic and Workforce Development Department (EWDD) regarding assistance to business improvement districts; and met with the Consultant to review the SLAIT Business Improvement District renewal documents.

**Fiscal** - Staff submitted the Department Budget Request Priority List to the CAO; supplied two draft contracts to the City Attorney for review; processed several transfers and payments for various Council controlled trust funds; and assisted the Mayor's Office with wire transfer instructions pertaining to the receipt of grant funds.

**AB1290/Council** - Staff received one (1) allocation request; has one (1) contract in process; closed out two (2) contracts; has three (3) contract closeouts in process; executed one (1) contract; and processed two (2) requests for payments.

**General City Purposes** - Staff received 32 GCP allocation requests, processed 13 invoices for payment, and executed one (1) amendment and two (2) contracts.

**Personnel** - Staff manually processed salary adjustments in PAYSr for Council employees; conducted four (4) new employee orientations; replied to several inquiries related to mileage reimbursement; assembled information for a CPRA request regarding Council timekeeping; and commenced a pilot program for electronic submission of "Blue Slip" time off request compensation forms.

**Records Storage RFP** - Contract negotiations with the recommended vendor are in progress. An extension to the existing contract is drafted to enable departments to continue to pay the current vendor during the transition to the new vendor.

**Historical Records Preservation Grants** - A grant proposal sponsored by the Los Angeles City Historical Society was submitted to the Haynes Foundation for funding to preserve and digitize a collection of training and public relations films from the Los Angeles Police Department and other Departments.

**Records Destruction** – Lists were prepared for the Police Department of over 11,100 boxes of Police Department records in commercial storage that are eligible for destruction.

**Significant Records Research** - A citizen inquired about the terms of the acceptance of the donation of the Getty House to the City in the 1970s. A historian researched the history of street names and property holdings of French immigrants to Los Angeles in the nineteenth century. The Archivist researched the City Council records for references to the community of "View Heights" in response to a community naming application.

## ISSUES

**Granicus Video Streaming** - There have been several issues over the past 2 weeks with the encoders used in Council Chambers (both video and audio). Several Council and Committee meetings last week have no Live video during the meetings. The Information Technology Agency and Video Streaming Vendor are looking into the issue.

## UPCOMING . . .

**Early Voting** - Will be available starting February 2<sup>nd</sup> at Piper Tech Election Center and on February 23<sup>rd</sup> at City Hall.